

UNDERGROUND INJECTION CONTROL RULE

CHAPTER 11

PERMITS

APPENDIX I: PERMIT FORMS

(Formerly Water Pollution Control Regulations Chapter 13: Permits)

## APPENDIX I. PERMIT FORMS

### INTRODUCTION

This appendix to the Vermont Water Pollution Control Regulations, Subchapter 13.UIC has been duly adopted by the Secretary as part of the Subchapter and therefore has the force of law.

This permit application package contains the necessary forms and schedules for any person seeking a permit to discharge any waste, fluid, substance or material beneath the land surface of Vermont through an injection well. The forms should be filled out only with careful attention to the applicable State law (10 V.S.A. Chapter 47), the Vermont Water Pollution Control Permit Regulations, (Chapter 13 and Subchapter 13.UIC).

Assistance in completing an application is available from:

Vermont Department of Water Resources  
and Environmental Engineering  
Permits and Compliance Section  
Montpelier, Vermont 05602

(802) 828-3341

or

Air Pollution Control and  
Solid Waste Management

(802) 828-3395

The Secretary will not issue a permit before receiving a completed application. Incomplete applications will be returned to the applicant.

#### Who Must Apply.

Any person seeking to discharge or who is already discharging any waste, fluid, substance or material into an injection well beneath the surface of Vermont, except as described in Section 13.UIC.25 will need a permit and must apply for a permit on these forms.

#### General Instructions.

Each applicant must complete and sign Form WR-UIC-I for any class of injection needing a permit. In addition, permits for each class of injection wells require completion of the appropriate schedule. Periodic and mid-course evaluation reports also require the completion of the appropriate schedules.

The Department recommends that all applicants contact the appropriate office to arrange a pre-application conference to discuss the proposed application and the facility needing a permit. Such conferences have proven to be very beneficial in saving time and money for the applicants.

Persons whose injection activities are authorized, by general permit, under Section 13.UIC.25 are not required to obtain an individual permit but must report to the Department on Form WR-UIC-III.

STATE OF VERMONT  
AGENCY OF ENVIRONMENTAL CONSERVATION  
DEPARTMENT OF WATER RESOURCES  
AND ENVIRONMENTAL ENGINEERING

WATER POLLUTION CONTROL PERMIT REGULATIONS, CHAPTER 13  
UNDERGROUND INJECTION CONTROL, SUBCHAPTER UIC

FORM WR-UIC-I

APPLICATION FOR A PERMIT TO DISCHARGE WASTES  
INTO AN INJECTION WELL

All information to be typed or neatly printed and legible.  
See Instructions on following pages.

1. Applicant/Owner \_\_\_\_\_ Legal Entity \_\_\_\_\_
2. Mailing Address \_\_\_\_\_
3. Operator \_\_\_\_\_ Telephone \_\_\_\_\_
4. Name of Activity or Facility for which Application is submitted.  
\_\_\_\_\_
5. Description of Activity or Facility \_\_\_\_\_  
SIC Codes \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
6. Nature of Wastes: Sanitary, Industrial, Oil or Gas Related Fluids,  
Commercial, Drainage, Heat Pump Return Flow,  
Other (Describe) \_\_\_\_\_.
7. Classification of Injection Well      I              II              III              V
8. Description of Location of Injection Well (Attach map per instructions)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Status of Discharge      Proposed      Existing      (Permit No. \_\_\_\_\_)

10. The applicant hereby applies for a discharge permit to discharge wastes into an injection well from the above named activity or facility as described in this application, its attached schedule(s), and specifications.

11. Application is for Original Permit Permit Renewal If this is for a permit renewal, is original application still valid in all respects ?  
 Yes No If not, attach new schedule(s), plans and specifications.

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12. List below by permit number or other identification all State or Federal permits or construction approvals received or applied for under any of the following programs for this facility:

- (i) Hazardous Waste Management program under RCRA. \_\_\_\_\_
- (ii) UIC program under SDWA. \_\_\_\_\_
- (iii) NPDES program under CWA. \_\_\_\_\_
- (iv) Prevention of Significant Deterioration (PSD) program under the Clean Air Act. \_\_\_\_\_
- (v) Nonattainment program under the Clean Air Act. \_\_\_\_\_
- (vi) National Emission Standards for Hazardous Pollutants (NESHAPS) preconstruction approval under the Clean Air Act. \_\_\_\_\_
- (vii) Ocean dumping permits under the Marine Protection Research and Sanctuaries Act. \_\_\_\_\_
- (viii) Dredge or fill permits under section 404 of CWA. \_\_\_\_\_
- (ix) Other relevant environmental permits, including State permits. \_\_\_\_\_

13. Application Fee Enclosed \$ \_\_\_\_\_. Date of Application \_\_\_\_\_

14. Signature of Authorized Representative (See INSTRUCTIONS).

#### CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

I certify that to the best of my knowledge nothing in this application will cause or allow the endangerment of any underground source of drinking water.

I further certify that the Secretary or an authorized representative is hereby authorized to enter, inspect, sample, monitor and have access to and copy records at reasonable times at the facility identified above.

TYPE OR PRINT NAME

TITLE

SIGNATURE

INSTRUCTIONS FOR COMPLETING FORM WR-UIC-1

1. Applicant/Owner - Give complete name of applicant. The applicant will usually be the owner of the facility to be permitted.  
  
Legal Entity - Describe the applicant if other than a natural person. For example: a corporation; partnership; firm; state agency; federal agency; or municipality.
2. Mailing Address - Give complete mailing address of the facility for which application is being made.
3. Operator - Give complete name of operator of the facility, mailing address, and telephone number; ownership status, and status as Federal, State, private, public, or other entity.
4. Name of Activity or Facility - Give the complete name of the facility for which the application is being made. For example: The Gusher Company, Oil Well No. 3, the John Doe residence, the XYZ Corporation Waste Disposal Plant, or the Dry Gulch State Park.
5. Description of Activity or Facility - Describe the nature of the facility including up to four (4) S.I.C. codes which best reflect the principal products or services provided by the facility. For example: The XYZ Corporations' Waste Disposal Plant treats and reclaims waste streams and filters from the metal plating industry. The following SIC codes are appropriate, 3471 and 3341.
6. Nature of Wastes - Check the appropriate box which accurately describes the waste or fluid to be discharged into the injection well. If none of the printed descriptions is exactly right, check "other" and describe fully the waste or fluid to be discharged. Note: Applicants should be aware that any claims of confidentiality or trade secrets do not extend to the nature of wastes to be injected.
7. Classification of Injection Well - Turn to section 13.UIC.4 of the regulations to determine which class of injection well best describes the facility for which an application is being made. Circle the appropriate number. Note that Class IV wells and any injection of hazardous or radioactive waste is prohibited.
8. Description of Location of Injection Well: Include town, latitude-longitude, U.S.G.S. map number, distances from prominent features or other information to locate the well. Attach a copy of a USGS Topographic Map or a Vermont Orthophoto Map showing the location of the injection well, and each of the pertinent structures of the facility. The map must show all the area within one (1) mile of the facility boundaries including injection well(s), all water wells, springs, and surface water bodies.
9. Status of Discharge - Check the appropriate box to show if the discharge to the injection well is proposed or already existing. If the discharge is currently or has been formerly permitted by the Department, please fill in the permit number.
- 10-11. Complete as appropriate.

12. List all appropriate State or Federal permits, received or applied for which are applicable to this activity or facility.
13. Submit appropriate application fee.

## APPLICATION FEE SCHEDULE

<u>Nature of Discharge</u>	<u>Discharge Permit</u>
Class I Wells	\$100
Class II Wells	\$100
Class III Wells	\$100
Class V Wells	\$ 50

14. Signature Application must be signed by the applicant or an officer in applicant's business, a municipal official, etc. Application should not be signed by applicant's attorney, engineer, contractor, etc. See § 13.UIC.6 for further information.

ATTACH APPROPRIATE SCHEDULE(S), APPLICATION FEE, PLANS, SPECIFICATIONS AND OTHER MATERIAL AS APPROPRIATE.

For further information call or write:

Dept. of Water Resources and Environmental Engineering  
Permits and Compliance  
Montpelier, Vermont 05602 (802) 828-3341

or

Air & Solid Waste Division  
Montpelier, Vermont 05602 (802) 828-3395

Note: The Air & Solid Waste Division handles all applications pertaining to industrial or commercial sludge and septage activities. The Permits and Compliance Section handles domestic sanitary wastes (sewage), agricultural practices, natural organic wastes, and stormwater discharges.

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UNDERGROUND INJECTION CONTROL, SUBCHAPTER UIC

FORM WR-UIC - SCHEDULE D (CLASS V)

APPLICATION FOR A PERMIT TO DISCHARGE WASTES  
INTO A CLASS V INJECTION WELL

This schedule must be completed by any person seeking to discharge (inject) any waste, fluid, substance or material into a Class V injection well. Prior to constructing, operating or plugging and abandoning any Class V well the applicant must complete this schedule in a manner approvable by the Secretary.

- I. Attach to this schedule a completed and signed copy of Form WR-UIC-I.
- II. Attach to this schedule the following information required by the Secretary:
  - (1) A map showing the injection well and the surrounding area within one quarter ( $\frac{1}{4}$ ) mile of the injection well. Within this area the map must show the number or name and location of all wells including oil wells, gas wells, water wells, dry holes, abandoned wells, and other injection wells. In addition the map must show dug wells, springs, bodies of surface water, mines, quarries, houses, other buildings, roads and other significant features of the landscape;
  - (2) A tabulation of data for all wells within  $\frac{1}{4}$  mile of the injection well as shown on the map under item II(1) above. Such data shall include depth, diameter, nature and length of casing, yield (if a water well), method of construction and other information which the Secretary may reasonably require;
  - (3) A detailed report of the hydrogeology of the area within  $\frac{1}{4}$  mile of the injection well. This report should describe with maps, cross sections and other schematics as necessary, the vertical and lateral limits of all underground sources of drinking water within  $\frac{1}{4}$  mile radius and their relationship to the injection well. Additional information must include direction and rate of flow within each USDW, the ambient water quality as it relates to Vermont drinking water standards and the waste proposed for discharge, and other information which the Secretary may require to assess the potential impact of the proposed injection;
  - (4) A detailed description of the physical, chemical, biological and other relevant characteristics of the injection waste (fluid) including concentrations of all constituents listed in the Vermont Drinking Water Standards and those which may endanger human health;
  - (5) A detailed plan for monitoring the potential impact of the injection;



- (6) The proposed operating plan including at least the following:
  - (i) Average and maximum daily rate and volume of the fluid to be injected;
  - (ii) Average and maximum injection pressure; and
  - (iii) Contingency plans to cope with well failure.
- (7) Schematic or other appropriate drawings of the surface and subsurface construction details of the injection wells including:
  - (i) Depth;
  - (ii) Openings to the injection zone;
  - (iii) Casing details; and
  - (iv) Grouting details
- (8) A certificate acceptable to the Secretary that the applicant has assured, through a performance bond or other appropriate means, the resources necessary to close, plug and abandon the well and take other steps necessary to prevent the contamination of underground sources of drinking water;
- (9) A plan for plugging and abandoning the injection well including:
  - (i) The type and number of plugs to be used;
  - (ii) The placement of each plug including the elevation of the top and bottom;
  - (iii) The type and grade and quantity of cement to be used; and
  - (iv) The method of placement of the plugs.
- (10) Copies of all logs and tests performed during the construction of the injection well.

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FORM WR-UIC - SCHEDULE RD (CLASS V)

REPORTING SCHEDULE FOR CLASS V INJECTION WELLS

This schedule must be completed by the permittee to comply with the reporting requirements for Class V injection wells.

I. Attach to this schedule a completed and signed copy of Form WR-UIC-I.

II. Annual Report

Attach to this form an annual report of the operation and monitoring of the Class V injection well which shall at a minimum include:

- (i) A recent (within 90 days) analysis of the physical, chemical, biological and other relevant characteristics of the injection fluid;
- (ii) Monthly average, maximum and minimum values for injection pressure, flow rate and volume; and
- (iii) The results of monitoring including:
  - (A) The type, number and locations of monitoring wells;
  - (B) The frequency and description of the sampling program;
  - (C) The values reported for the constituents tested on the samples from the monitoring wells; and
  - (D) Monthly static water levels or pressure readings for the monitoring wells.



- (1) Revocation: 10 V.S.A. § 1267 provides as follows:

"The Secretary may revoke any permit issued pursuant to this subchapter if he or she finds that the permit holder submitted false or inaccurate information in his application or has violated any requirement, restriction or condition of the permit issued. Revocation shall be effective upon actual notice thereof to the permit holder."

- (2) Transfer of Permit: This permit is not transferable without prior written approval of the Secretary. The permittee shall notify the Secretary immediately, in writing, of any sale, lease or other transfer of ownership of the property from which the discharge originates. The permittee shall also inform the new owner or tenant of his responsibility to make application for a permit which shall be issued in his name. Any failure to so notify shall be considered a violation of this permit.

- (3) Conditions applicable to all permits:

- (i) Duty to comply - The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Act and the SDWA and is grounds for enforcement action; for permit termination, revocation and reissuance, or modifications; or for denial of a permit renewal application;
- (ii) Duty to reapply - If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for, no later than 180 days prior to expiration, and obtain a new permit;
- (iii) Duty to halt or reduce activity - It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit;
- (iv) Duty to mitigate - The permittee shall take all reasonable steps to minimize or correct any adverse impact on the environment resulting from noncompliance with this permit;
- (v) Proper operation and maintenance - The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems only when necessary to achieve compliance with the conditions of the permit;
- (vi) Permit actions - This permit may be modified, revoked and reissued, or terminated for cause. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition;
- (vii) Property rights - This permit does not convey any property rights of any sort, or any exclusive privilege;

- (viii) Duty to provide information - The permittee shall furnish to the Secretary, within a reasonable time, any information which the Secretary may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with this permit. The permittee shall also furnish to the Secretary, upon request, copies of records required to be kept by this permit;
- (ix) Inspection and entry - The permittee shall allow the Secretary, or an authorized representative, upon the presentation of credentials and other documents as may be required by law, to:
  - (A) Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
  - (B) Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
  - (C) Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
  - (D) Sample or monitor at reasonable times, for the purpose of assuring permit compliance or as otherwise authorized by the appropriate Act, any substances or parameters at any location.
- (x) Monitoring and records
  - (A) Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity;
  - (B) The permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of the sample, measurement, report or application. This period may be extended by request of the Secretary at any time;
  - (C) Records of monitoring information shall include:
    - (1) The date, exact place, and time of sampling or measurements;
    - (2) The individual(s) who performed the sampling or measurements;
    - (3) The date(s) analyses were performed;
    - (4) The individual(s) who performed the analyses;
    - (5) The analytical techniques or methods used; and
    - (6) The results of such analyses.

The permittee shall retain all records concerning the nature and composition of injected fluids until five years after completion of any plugging and abandonment procedures specified in the permit. The Secretary may require the owner or operator to deliver the records to the Secretary at the conclusion of the retention period;

- (xi) Signatory requirement - All applications, reports, or information submitted to the Secretary shall be signed and certified (See § 13.UIC.6 of the Regulations);
- (xii) Reporting requirements
  - (A) Planned changes - The permittee shall give notice to the Secretary as soon as possible of any planned physical alterations or additions to the permitted facility;
  - (B) Anticipated noncompliance - The permittee shall give advance notice to the Secretary of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements;
  - (C) Transfers - This permit is not transferable to any person except after notice to the Secretary. The Secretary will require modification or revocation and reissuance of the permit to change the name of the permittee and incorporate such other requirements as may be necessary (See 13.UIC.10);
  - (D) Monitoring reports - Monitoring results shall be reported at the intervals specified elsewhere in this permit;
  - (E) Compliance schedules - Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date; and
  - (F) Twenty four hour reporting - The permittee shall report any noncompliance which may violate drinking water standards, or endanger health or the environment. Any information shall be provided orally within 24 hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue, and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. The following shall be included as information which must be reported within 24 hours:
    - (1) Any monitoring or other information which indicates that any contaminant may cause an endangerment to a USDW; and
    - (2) Any noncompliance with a permit condition or malfunction of the injection system which may cause fluid migration into or between USDWs.

- (G) Other noncompliance - The permittee shall report all instances of noncompliance not reported under paragraphs (xii)(A)(D)(E) and (F) of this section, at the time monitoring reports are submitted. The reports shall contain the information listed in paragraph (xii)(F) of this section;
- (H) Other information - Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the Secretary, it shall promptly submit such facts or information.

(xiii) Pre Operation Requirements

The permittee may not commence injection into a new injection well until construction is complete, and

- (A) The permittee has submitted notice of completion of construction to the Secretary; and
  - (1) The Secretary has inspected or otherwise reviewed the new injection well and finds it is in compliance with the conditions of the permit; or
  - (2) The permittee has not received notice from the Secretary of his or her intent to inspect or otherwise review the new injection well within 13 days of the date of the notice in paragraph (A)(1) of this section, in which case prior inspection or review is waived and the permittee may commence injection.

(xiv) Requirements prior to conversions or abandonment

The permittee shall notify the Secretary at least 180 days before conversion or abandonment of the well. With the notice, the permittee shall submit a revised plugging and abandonment plan updated as appropriate in compliance with the conditions of the permit and Appendix II, § 146.10;

(4) Additional requirements for UIC permits, when applicable:

- (i) Construction requirements as set forth in Appendix II, Part 146. Existing wells shall achieve compliance with such requirements according to a compliance schedule established elsewhere in this permit as a permit condition. The owner or operator of a proposed new injection well shall submit plans for testing, drilling, and construction as part of the permit application. (See appropriate application forms.) No construction may commence until a permit has been issued containing construction requirements. New wells shall be in compliance with these requirements prior to commencing injection operations. Changes in construction plans during construction may be approved by the Secretary as minor modifications (§ 13.UIC.13). No such changes may be physically incorporated into construction of the well prior to approval of the modification by the Secretary;

- (ii) Corrective action as set forth in 13.UIC.20 and Appendix II, § 146.7;
  - (iii) Operation requirements as set forth in Appendix II, Part 146; the permit shall establish any maximum injection volumes and/or pressures necessary to assure that fractures are not initiated in the confining zone, that injected fluids do not migrate into any underground source of drinking water, that formation fluids are not displaced into any underground source of drinking water, and to assure compliance with the Appendix II, Part 146 operating requirements;
  - (iv) Monitoring and reporting requirements as set forth in Appendix II, Part 146. The permittee shall be required to identify types of tests and methods used to generate the monitoring data;
  - (v) Plugging and abandonment. Any Class I, II or III permit shall include, and any Class V permit may include, conditions to ensure that plugging and abandonment of the well will not allow the movement of fluids either into an underground source of drinking water or from one underground source of drinking water to another. Any applicant for a UIC permit shall be required to submit a plan for plugging and abandonment. Where the plan meets the requirements of this paragraph, the Secretary shall incorporate it into the permit as a condition. Where the Secretary's review of an application indicates that the permittee's plan is inadequate, the Secretary shall require the applicant to revise the plan, prescribe conditions meeting the requirements of this paragraph, or deny the application. For purposes of this paragraph, temporary intermittent cessation of injection operations is not abandonment;
  - (vi) Financial responsibility. The permit shall require the permittee to maintain financial responsibility and resources, in the form of performance bonds or other equivalent form of financial assurance approved by the Secretary, to close, plug, and abandon the underground injection operation in a manner prescribed by the Secretary. In lieu of individual performance bonds, operators may furnish a bond or other equivalent form of financial guarantee approved by the Secretary covering all injection wells operated by the permittee in the State;
  - (vii) Mechanical integrity. A permit for any Class I, II, or III well or injection project which lacks mechanical integrity shall include, and for any Class V well may include, a condition prohibiting injection operations until the permittee shows to the satisfaction of the Secretary under Appendix II, § 146.08 that the well has mechanical integrity; and
  - (viii) Additional conditions. The Secretary shall impose on a case-by-case basis such additional conditions as are necessary to prevent the migration of fluids into underground sources of drinking water.
- (5) Schedule of Compliance

As a condition of this permit the permittee shall meet the following schedule of compliance. (See § 13.UIC.9 of the Regulations.)



- (6) Reporting of compliance or noncompliance per schedule of compliance. (See § 13.UIC.9 of the Regulations.)

Reports are due no later than 14 days following each interim date and the final date of compliance.

- (7) Monitoring Requirements

The following monitoring is required as a condition of this permit.  
(See Appendix II, Part 146.)

- (9) Recording and Reporting of Monitoring Results

The following recording and reporting requirements are necessary to meet the terms of this permit. (See Appendix II, Part 146.)

- (10) Effect of this permit:

(1) Except for Class II and III injection wells compliance with this permit during its term constitutes compliance, for purposes of enforcement, with Part C of the Safe Drinking Water Act.

(11) The issuance of this permit does not authorize any injury to persons or property or invasion of other private rights, or any infringement of other State or local law or regulations.

- (11) Additional Requirements.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Brendan J. Whittaker, Secretary  
Agency of Environmental Conservation

STATE OF VERMONT  
 AGENCY OF ENVIRONMENTAL CONSERVATION  
 DEPARTMENT OF WATER RESOURCES  
 AND ENVIRONMENTAL ENGINEERING

WATER POLLUTION CONTROL PERMIT REGULATIONS, CHAPTER 13  
 UNDERGROUND INJECTION CONTROL, SUBCHAPTER UIC

FORM WR-UIC-III

CLASS V INJECTION WELL INVENTORY AND NOTIFICATION FORM

TO: Vermont Department of Water Resources and Environmental Engineering  
 State Office Building  
 Montpelier, Vermont 05602

FROM: \_\_\_\_\_ Phone Number \_\_\_\_\_  
 (Name of person completing form)

Address \_\_\_\_\_

REGARDING: Type of Injection Well: (Describe nature, source and treatment, if any,  
 of waste or fluid being injected.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Depth of Well _____	Diameter _____	Discharge Rate _____
(in feet)	(in inches)	(in gallons per minute if known)

\_\_\_\_\_ Date \_\_\_\_\_ Signature (optional) \_\_\_\_\_

Please complete page 2 - see instructions on page 3.